

UNITED STATES CIVIL SERVICE COMMISSION

BUREAU OF RETIREMENT AND INSURANCE

WASHINGTON, D.C. 20415

June 24, 1966

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the original*
IN REPLY REFER TO

YOUR REFERENCE

SPECIAL-IMMEDIATE ACTION--REPLY REQUIRED BY JULY 25, 1966

HEALTH BENEFITS OFFICER INFORMATION BULLETIN NO. 29

1966 OPEN SEASON--AGENCY REQUIREMENTS FOR HEALTH BENEFITS BROCHURES

The purpose of this letter is to determine the quantity of brochures and other instructional material which your agency will need for distribution to employees for the coming open season in November (and for six months thereafter) and the points to which you want the material shipped. The materials will be supplied by the Commission without cost to your agency.

Please complete the attached order blanks in duplicate for each of the receiving points to which you wish to have materials shipped, and return them to the Administrative Office, Bureau of Retirement and Insurance, U. S. Civil Service Commission, by July 25, at the latest. It is urgent that we get this information no later than that date. Be sure to show the name and address to which the materials are to be shipped. If you need more order blanks, call Mr. Greene, 343-7383, IDS Code 183, Ext. 7383.

Estimating Requirements

1. Revised brochures are being prepared for all plans. The brochures will be on blue paper to distinguish them from the present yellow brochures which will become obsolete January 1, 1967. The yellow brochures should not be used for open season distribution or thereafter.
2. Open season distribution to employees will be the same as it was for the open season in 1963 as follows:
 - (a) Every eligible employee must receive:
 - . Open Season Instructions (BRI 41-117)
 - . Brochures for the two Government-wide plans (BRI 41-24 and BRI 41-25)Your requirements for the BRI 41-117 and the Government-wide brochures should be based on the total number of eligible employees in your agency.

(b) Comprehensive Medical Plans.-- Every eligible employee located in an area served by a comprehensive medical plan must receive a brochure for each such plan. To estimate your requirements, determine the number of employees you have in the areas served by each of these plans. (See each comprehensive plan brochure for the area it serves.) Note that a new comprehensive plan, Community Health Association (BRI 41-175), is available to employees in the Cleveland, Ohio, area. Community Medical Services, Inc., formerly Bridge Clinic, (BRI 41-45) is no longer available in the Seattle, Washington, area and Physicians and Surgeons Association (BRI 41-50) will not be available in the Southern California area after December 31, 1966. If there are other changes effective as of January 1, 1967, we will let you know.

(c) Employee Organization Plans -- The Commission will mail brochures to the members of each organization but every employing office must have on hand a stock of brochures of each employee organization plan which employees of the agency are eligible to join. These brochures must be given to individual employees at their request.

Every employing office should have on hand sufficient brochures to meet anticipated employees' requests for the following plans in which membership is open to all Federal employees:

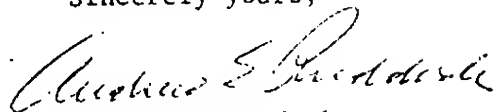
- AFGE Health Benefit Plan (BRI 41-26)
- Alliance Health Benefit Plan (BRI 41-170)
- Government Employees Hospital Association Benefit Plan (BRI 41-48)
- NALC Health Benefit Plan (BRI 41-51)
- National Postal Union Benefit Plan (BRI 41-57)

Past experience should help in assessing your need for these five brochures. Unless your experience shows otherwise, we recommend that you order sufficient number of these brochures to give your installations a supply of each equal to about 10% of the number of its employees.

3. In completing the order form, add to the estimates you arrive at in accordance with item 2, above, sufficient additional brochures to meet agency needs for employees entering on duty during the 6-month period following the open season.

Thank you for your cooperation on this matter. We will keep you informed as plans for the open season are firmed up.

Sincerely yours,

A handwritten signature in cursive script, appearing to read "Andrew E. Ruddock".

Andrew E. Ruddock
Director

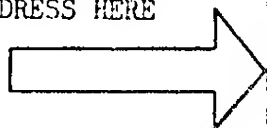
ATTACHMENT

Bureau of Retirement and Insurance
Washington, D.C. 20415

ORDER BLANK FOR HEALTH BENEFITS BROCHURES - OPEN SEASON 1966

Please ship the quantities shown to the following agency receiving point:

INSERT SHIPPING
ADDRESS HERE



BROCHURES FOR GOVERNMENT-WIDE DISTRIBUTION

No.	TITLE	QUANTITY	BRI No.	TITLE	QUANTITY	BRI No.	TITLE	QUANTITY
17	Open Season Instructions		41-24	Indemnity		41-25	Service	

EMPLOYEE ORGANIZATION PLAN BROCHURES

6	AFGE		41-39	Postmasters		41-58	GEBA	
10	Rural Carriers		41-48	Government Empl. Hospital		41-59	Canal Zone	
15	Maintenance		41-51	Letter Carriers (NALC)		41-61	Foreign Service	
7	United Federal Postal Clerks		41-56	SAMBA (FBI)		41-163	Mail Handlers	
3	Motor Vehicles		41-57	National Postal Union		41-170	Alliance	

COMPREHENSIVE MEDICAL PLAN BROCHURES

7	HIP--New York		41-40	GHI--New York		41-54	Ross--Los Angeles	
3	Kaiser--Southern California		41-41	GHA--Wash., D.C.		41-60	LCMS--Seattle	
9	Foundation--California		41-43	GHP--St. Paul		41-113	CHA--Detroit	
1	Kaiser--Northern California		41-44	HMSA--Hawaii		41-114	SSS--Puerto Rico	
3	Kaiser--Oregon		41-47	MSB--North Idaho		41-115	Phys. Assn. Clackamas Co.	
4	Kaiser--Hawaii		41-52	GEC--Puget Sound-Seattle		41-175	CHF--Cleveland	
5	Wash. Phys. Serv. Washington		41-53	NHA--Oregon-Washington		41-46	Western Clinic Pierce Co., Wash	

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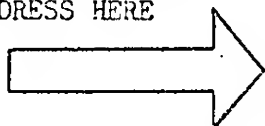
(Signature of Health Benefits Officer) (Date)

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(Signature of Health Benefits Officer) (Date)